



# DISASTER RECOVERY PLAN

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Disaster Planning

Evacuation Planning

Emergency Planning

Recovery Planning

Business Continuity Planning

# DISASTER PLANNING

## Purpose:

- Recover from the initial impact;
- Restore basic operations;
- Resume normal operations; and
- Replace damaged equipment & facilities

## Goals of a Disaster Recovery Plan:

- To eliminate or reduce the potential for injuries or the loss of human life, damage to facilities, and loss of assets and records.
- To stabilize the effects of the disaster, allowing for appropriate assessment and the beginning of recovery efforts.
- To implement the procedures contained in the Disaster Recovery Plan according to the type and impact of the disaster.

## Priorities:

- People: Locate and calm all people
- Facilities: Secure each facility as shelter for both people and assets;
- Assets: Conducting a damage assessment will determine which assets have been destroyed, which ones are at risk and what resources are left;
- Records: Documenting the disaster and the actions taken by the company's personnel
- Client base: Reassure Clients of a recovery

## Types of Disaster:

- Natural or cataclysmic events (e.g., earthquakes, fires, floods and storms);
- strikes); and
- Technological breakdowns (e.g., power outages, computer crashes and virus attacks).

Common Human behaviour (e.g., robberies, bomb threats, acts of arson, hostage events or transportation Disasters:

- Fires;
- Water leaks;
- Power outages;
- Virus attacks;
- Premises liability issues; and
- Human errors.

## Fire Safety

- Have your office, plant or facility inspected for fire safety; ensure compliance with fire codes and regulations.
- Install smoke detectors and fire extinguishers in appropriate locations.
- Consider an automatic sprinkler system, fire hoses and fire-resistant doors and walls.
- Establish a system for warning your employees. Plan how you will communicate with people with hearing impairments or other disabilities and those who do not speak English.
- Put a process in place for alerting the fire department.
- Plan and practice how people will evacuate in a fire.

## EVACUATION PLANNING

- Plan two ways out of the building from different locations throughout your facility.
- Consider the feasibility of installing emergency lighting or plan to use flashlights in case the power goes out.
- Establish a warning system.
  - Test systems frequently.
  - Plan to communicate with people who are hearing-impaired or have other disabilities and those who do not speak English.
- Designate an assembly site.
  - Pick one location near your facility and another in the general area in case you have to move farther away.
  - Be sure the assembly site is away from traffic lanes and is safe for pedestrians.
    - Have a roster or checklist prepared to assist with the head count of all employees

- Conduct employee training, exercises and drills including procedures for evacuating high-rise buildings on a regular basis.
- Plan for people with disabilities who may need help getting out in an emergency.
- If your business operates out of more than one location or has more than one place where people work, establish evacuation procedures for each individual building.
- If your company is in a high-rise building, an industrial park, or even a small strip mall, it is important to coordinate and practice with other tenants or businesses to avoid confusion and potential gridlock.
- If you rent, lease or share space with other businesses make sure the building owner and other companies are committed to coordinating and practicing evacuation procedures together.

**Process:**

1. We will practice evacuation procedures once a year.
2. Warning System: Chubb Alarms
3. We will test the warning system and record results once a year.
2. Assembly Site: I the **LAPA at 53 Soutpans Avenue, Fairland.**

## **EVACUATION PLAN**

**Factors to consider when ordering an Evacuation:**

Severity of the Incident

Likelihood of escalation

The incident becoming uncontrollable beyond resources available

**Procedures:**

Assess the situation for potential evacuation

Remove anyone in the immediate vicinity

If there is a fire and it is localized then endeavour to use the fire extinguisher

Notify Quick Reaction Team

Quick Reaction Team Leader to:

Assess the situation

Notify all persons to leave the premises calmly and assemble at evacuation points

Notify Emergency services

Quick Reaction Team to:

Head count all employees and visitors

Render First Aid

Wait for Emergency Services

1. Once emergency services assesses the situation and deems it safe to re-enter the building, then Quick Reaction team to Salvage and Restore Company operations
2. All persons may re-enter the building to retrieve personal belongings

## **EMERGENCY PLANNING**

### **Rules in an emergency:**

- Stop work and leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so.
- Follow instructions, avoid panic, and cooperate with those responding to the emergency.
- Proceed to the designated or nearest exit.
- Turn off computers, equipment, fans, etc., and close desk drawers.
- Do NOT delay your exit from the building by looking for belongings or other people.
- When leaving the building, go to a clear area well away from the building. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.
- The above rules will be enforced. Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation.

### **Emergency plan:**

This company has a responsibility for minimizing the danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural and man-made disasters. To accomplish this purpose, a Quick Reaction Team has been developed to respond to emergencies.

*Quick Reaction Team Members:*                      *Responsibilities:*

**REGINALD THOMAS BESSELING** Evacuate Employees

**SYLVIA MAVIS VILJOEN**                      Render First Aid

If you ever discover a fire:

- Remain calm. Do not shout "Fire!"
- Pull the nearest fire alarm OR Panic button on alarm system.

### **List of recommended emergency supplies**

- Fire Extinguisher
- Water, amounts for portable kits will vary. Individuals should determine what amount they are able to both store comfortably and to transport to other locations. If it is feasible, store one gallon of water per person per day, for drinking and sanitation
- Flashlight and extra batteries
- First Aid kit
- Dust or filter masks, readily available in hardware stores, which are rated based on how small a particle they filter
- Wrench or pliers to turn off utilities

## **QUICK REACTION TEAM**

<b>Names</b>	<b>Role</b>	<b>Responsibilities</b>
<b>RT BESSELING and SM VILJOEN</b>	Leader	Evacuation, Contacting Emergency & Service Departments
<b>S M VILJOEN and F BESSELING</b>	Member	First Aid
<b>RT BESSELING</b>	Member	Salvage and Restore :
<b>RT BESSELING</b>	Member	Salvage and Restore :

## EMERGENCY CONTACT INFORMATION

<b>Emergency Departments</b>	<b>Number</b>
Ambulance	<b>PANIC ALARM BUTTON 4&amp;6</b>
SAPS Police	<b>0716756158/9/60</b>
Metro Police	<b>1022/0113755911</b>
Fire Brigade	<b>1022/0113755911</b>
Water Works	<b>011375555</b>
Poison Control	<b>0219316129</b>
Centre for Disease Control	

## EMPLOYEE EMERGENCY CONTACT INFORMATION

<b>Employee Name</b>	<b>Employee Contact Number</b>	<b>Next of Kin Name</b>	<b>Next of Kin Contact Number</b>
<b>WILMA LE ROUX</b>	<b>0845015501</b>	<b>BIANCE DU PREEZ</b>	<b>0766052981</b>
<b>SYLVIA MAVIS VILJOEN</b>	<b>0724470087</b>	<b>CHANTEL VILJOEN</b>	<b>0827718129</b>
<b>REGINLAD THOMAS BESSELING</b>	<b>0828241054</b>	<b>FROSOU BESSELING</b>	<b>0827408780</b>
<b>MELISSA BESSELING</b>	<b>0832298458</b>	<b>CLIFFORD BESSELING</b>	<b>0741041305</b>
<b>EVAH</b>	<b>0736099737</b>		
<b>FROSOU BESSELING</b>	<b>0827408780</b>	<b>REGINALD THOMAS BESSELING</b>	<b>0828241054</b>

## SUPPLIER DETAILS

<b>SERVICE DEPARTMENTS</b>	<b>ADDRESS</b>	<b>CONTACT PERSON</b>	<b>PHONE NUMBER</b>	<b>E-MAIL ADDRESS</b>	<b>ACCOUNT NUMBER</b>
Telkom			1023		
IT Contractor		<b>M BESSELING</b>	<b>0728297399</b>	<b>matt.besseling@gmail.com</b>	
Computer Technician		<b>M</b>	<b>0728297399</b>	<b>matt.besseling@gmail.com</b>	

		<b>BESSELING</b>			
<b>Plumber</b>	<b>AQUALITY PLUMBERS</b>	<b>JOCK</b>	<b>0114767435</b>		

Premises, Fixtures and Furniture	0828241054
Power and Other Utilities	0113755555
Communications Systems	0112674027
IT Systems (Hardware and Software)	0112674027
Trading, Sales and Customer Service	0828241054
Human Resources	0828241054
Information and Documentation	0828241054
Office Supplies	0114763958
Operations and Administration (Support Services)	0828241054

<b>Furniture supplier</b>					
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<b>Stationery Supplier</b>	<b>SUPPLYLINE</b>	<b>HUBY KRUL</b>	<b>0114763958</b>		
<b>Insurance Provider</b>	<b>OLD MUTUAL INSURE</b>		<b>0113744444</b>		<b>1564811</b>
<b>Attorney</b>	<b>WAYNE VAN NIEKERK</b>		<b>0117821181</b>	<b>0836160076</b>	
<b>Municipality</b>					



## BUSINESS PLANNING

If the business destroyed, we will following location:  
**34 SOPHIA JOHANNESBURG**

If the business lines are not use the following numbers: **011 0828241054**

Premises, Fixtures and Furniture	<b>0828241054</b>
Power and Other Utilities	<b>011375555</b>
Communications Systems	
IT Systems (Hardware and Software)	
Trading, Sales and Customer Service	0828241054
Human Resources	0828241054
Information and Documentation	0828241054
Office Supplies	0114763958
Operations and Administration (Support Services)	0828241054

## CONTINUITY

premised is operate from the

**STREET FAIRLAND GAUTENG**

telecommunication operational, we will telephone and fax **6787535 or**

If the Manager is unavailable, the following person will render assistance:  
**SYLVIA MAVIS VILJOEN**

If our computers are destroyed, we will use back-up computers at the following location:

**34 SOPHIA STREET FAIRLAND JOHANNESBURG GAUTENG**

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored at: [www.hypasurance.com](http://www.hypasurance.com) and **34 SOPHIA STREET FAIRLAND GAUTENG**

Manner in which to inform clients of Disaster: Via multiple SMS Messages.

Annual Review

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We will review and update this Disaster Recovery Plan **every 12 Months** .

**ADDITIONAL NOTES:**

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